MINUTES
REGULAR MEETING
BOARD OF LIBRARY TRUSTEES
PEORIA PUBLIC LIBRARY
November 21, 2017

CALL TO ORDER
Board President Edward J. Barry, Jr. called the meeting of the Board of Library Trustees of Peoria Public Library to order at 5:01 p.m. This regular meeting was held in the Lower Level 2 Conference Room of Main Library, 107 Northeast Monroe, Peoria, Illinois.

PLEDGE OF ALLEGIANCE
The President requested that all those who are able to please stand and join him in saying the Pledge of Allegiance.

ROLL CALL
Board Members Present: Edward J. Barry, Patricia A. Barton, Jr., Stephen M. Buck, Norman H. Burdick, Margaret E. Cousin, Tiffanie S. Duncan, Barbara Van Auken, and Jeanne Williamson
Board Members Absent: Lucy D. Gulley
Library Staff Present: Liza Hickey, Manager of Technical Services; Kris Holden, Finance and Budget Coordinator; Alyce Jackson, Manager of Programming; Leann Johnson, Executive Director; Jamie Jones, Manager of McClure Branch; Roberta Koscielski, Deputy Director; and Trisha Noack, Manager of Public Relations
Others Present: None

CORRESPONDENCE TO THE BOARD
Correspondence was passed among Board members.

PRESENTATION BY AUDIENCE ON AGENDA ITEMS
None

CONSENT AGENDA
A. #2017-121: Request to Approve Minutes as listed below:
   1. Minutes of the Personnel/Negotiations Committee meeting of October 4, 2017
   2. Minutes of the Personnel/Negotiations Committee meeting Executive Session of October 4, 2017
   3. Minutes of the Building Committee meeting of October 12, 2017
   4. Minutes of the Community Relations Committee meeting of October 3, 2017
   5. Minutes of the Regular Board meeting of October 17, 2017
   6. Minutes of the Regular Board meeting Executive Session of October 17, 2017

B. #2017-122: Request to Approve Expenditures as listed below:
   1. Payroll for Period Ending October 5, 2017 $145,175.85
2. Payroll for Period Ending October 20, 2017 $ 142,072.54
3. Payroll for Period Ending November 5, 2017 $ 142,469.32
4. Regular Expenditures for November 2017 $ 449,512.45
5. Capital Development Fund Expenditure for November 2017 $ 13,097.25

C. #2017-123: Request of the Executive Director to Approve Personnel Actions for the period ending November 17, 2017

D. #2017-124: Finance Report from the Executive Director for the month of October 2017 with Request to Receive and File

E. #2017-125: Library Use Statistics from the Executive Director for the month of October 2017 with Request to Receive and File

F. #2017-126: Recommendation from the Administration for the Approval of Holidays and Closings for 2018-2019

Mr. Barry asked Board members if they wished to have any of the Consent Agenda items removed for further discussion. Hearing none, a motion was made by Barbara Van Auken, seconded by Pat Barton, to approve Consent Agenda items #2017-121 through #2017-126 as presented. Motion carried by viva voce vote.

OTHER ACTION ITEMS
A. #2017-127: Request for a First Reading Review of a Recommendation from the Administration to Adopt a revised Mileage Reimbursement Policy
Leann noted that the only recommended updates to this policy are changing “Director” to “Executive Director” and “Assistant Director” to “Deputy Director.” A motion was made by Jeanne Williamson, seconded by Margaret Cousin, to approve the first reading of item #2017-127 and then place it on the agenda for the next Regular Board meeting on December 19, 2017. Motion carried by viva voce vote.

B. #2017-128: Request for a First Reading Review of a Recommendation from the Administration to Adopt a revised Travel Regulations and Reimbursement Policy
Leann noted that the significant changes to this policy are on page 5 in the section on meal reimbursements. Similar changes are reflected in the Form to Request to Attend, which follows page 8 of the policy. A motion was made by Jeanne Williamson, seconded by Margaret Cousin, to approve the first reading of item #2017-128 and then place it on the agenda for the next Regular Board meeting on December 19, 2017. Motion carried by viva voce vote.
C. #2017-129: Request for a First Reading Review of a Recommendation from the Administration to Adopt 2018 Peoria Public Library Goals
Leann stated that, as mentioned in her Board packet cover memo, she recommends keeping the same goals wording for 2018. Staff members refer to these Peoria Public Library goals as they develop their own goals for 2018. A motion was made by Barbara Van Auken, seconded by Norm Burdick, to approve the first reading of item #2017-129 and then place it on the agenda for the next Regular Board meeting on December 19, 2017. Motion carried by viva voce vote.

D. #2017-130: Recommendation from the Administration to Approve Peoria Public Library’s Annual Insurance Renewal with LIRA (Libraries of Illinois Risk Agency) in the amount of $81,541
Leann reported that the insurance costs are holding steady with a 3% increase for next year. This increase is offset by the $2,600 we received back from the loss fund. She added that coverages are being increased and a fiftieth library will soon join LIRA. LIRA continues to ask members what they are interested in regarding loss control. LIRA continues to be comprised primarily of suburban libraries. A motion was made by Barbara Van Auken, seconded by Pat Barton, to approve the Library’s annual insurance renewal with LIRA in the amount of $81,541 as presented. Motion carried by viva voce vote.

REPORT OF THE EXECUTIVE DIRECTOR

1. Upcoming Programming and Exhibits
Leann reported that as part of the programming related to “The Vietnam War” PBS documentary, two programs were held on Veterans Day. Vietnam veteran Randy Prunty spoke about his experiences on a river patrol boat and acoustic guitar duo Random Strangers played music of the Vietnam era. Leann said that after the music ended a man accompanied by his young grandson came up to her and said, “This was great!”

Leann reported that Alyce Jackson and Karla Wilkinson hosted the Local Author Fair at North Branch which attracted 22 local authors this year. Lakeview Branch continues to present “From Screen to Stage,” which is in collaboration with Peoria Players. Peoria Players donates a pair of tickets to each of their events. Leann noted that Music in the McKenzie already has a full slate of programs scheduled for 2018. She added that Cynthia Smith held a National Princess Day program which attracted 34 princesses and 21 parents.

2. Progress Report on 2017 Peoria Public Library Goals
Roberta noted that the progress report is included in the Board packet. She said that since Goals 1 and 2 include an emphasis on partnerships, she wanted to be sure that Board members were aware of the partnerships included in the report for third quarter 2017. Roberta read the forty partner agencies mentioned in this report and noted that they are a fraction of the Library’s community partners.
3. Service to the Homeless
Leann noted that she will provide a written report on this issue. She said that the Day Center has been supplemented by case management for males which means that some folks who were at Main Library everyday now are not. The Salvation Army is now just serving single males and the Dream Center is serving single women as well as women with children. Main Library is seeing homeless people that are new in town and those doing what they shouldn’t be doing. Mr. Barry said that he wants everyone to be aware that the Library tries to be accommodating toward the homeless population and that the Library is the type of facility that is attractive to them. He added that we need to be courteous within the mission of the Library. Leann said that she is working with police officer Green to have random times of police presence at Main Library, especially on Mondays when our Tuesday-through-Saturday guard is not on duty.

4. Holiday Party on December 11
Leann drew Board members’ attention to the Holiday Party invitations at their places. She noted that retired staff members are also invited to this annual event and all Board members are encouraged to attend. It is held from 2:00 p.m. to 5:00 p.m.

5. Other
Mr. Barry reported that the League of Women Voters again reviewed the Library website, but unfortunately did so while it was frozen in preparation for the upgrade. Leann noted that she contacted the League of Women Voters and told them that their review, which had occurred during the week of August 21, was done during our major upgrade of the website when we could not add new information. Leann added that she will follow up with the League of Women Voters and make sure that they can locate our updated information, most of which is found in the “Governance” section.

REPORT OF LIBRARY BOARD LIAISON TO THE FRIENDS OF PEORIA PUBLIC LIBRARY
Margaret Cousin reported on the following items from the November Friends Board meeting. More detail was provided in her report that was distributed to Board members.

- The Friends reappointed their current Board of Directors for the 2017-2018 year. Officers for the upcoming year will be elected at the December Friends Board meeting. Margaret Cousin will be President, Dave Weiss will be Vice President, Treasurer, and membership chair, and Connie Colvin will remain as Secretary.
- The Friends distributed between $33,000 and $35,000 to the Library in 2017 for programming and authors, which is at least a 22% jump from last year.
- The Friends approved the one funding request presented, for $135 for seasonal garlands from PACE for the three light poles along Monroe Street in front of Main Library. The garlands have already been installed.
- Leann reported that the third Little Free Library had been placed at Sweet CeCe’s in Junction City and that Jeanne Williamson has volunteered to keep it restocked.
- Illinois Humanities is expanding its presence by creating more downstate sites to support issue-based programming. As a result of the Library’s participation in the Mayor’s
Community Coalition Against Heroin and the Illinois Speaks discussion series, Peoria Public Library has been selected as one of those site for 2018. The Library will choose its own topics and receive a monthly stipend of $200 to $250 to cover costs. This is a significant achievement for our Library.

- During the month of November, Friends is having a $1 bag sale of mystery books.

Mr. Barry is reappointing Tom Menger to the Friends Board. He added that he received an email from Jwaneng for the latest shipment of books from Peoria.

**COMMITTEE REPORTS** (alphabetical listing of committee reports follow the agenda)

The Executive and Nominating/Appeals committees did not have a report.

A. Building/Long-Range Planning Committee
   1. Report of the meeting of November 16, 2017
      Committee Chair Margaret Cousin reported that the sprinkler head replacement project at Main Library is underway. As of Thursday, November 16, 200 out of the 525 heads had been replaced. Jay is hoping to be finished by Thanksgiving, but if not, then early the week after.

      Linda Daley helped procure the necessary IEPA permits with lightning speed, and Jim Nelson from Nelson Land Management has those required by the City. He will notify the fire department, and Leann will follow up with LIRA, our insurance carrier. The dates for the burn are November 20 – December 31, and the two determining factors are good weather and wind from the right direction.

      Leann reported that as of the latest City Council meeting on November 14, the Library is still scheduled to receive $1.5 million from the City’s capital bond funds for Main Library’s HVAC project. There will be another session on November 21, and we may yet come up as the Council prepares to actually vote. Jay reported that when the heating kicked on at Lakeview several weeks ago, a problem developed with the Honeywell panel. It has been fixed, to the tune of $2,597.

      The batteries for all four identical outside emergency lights at Lincoln Branch have gone bad and were reported obsolete. If the entire fixture must be replaced, the cost is $1,000 per light plus labor – approximately $4,800. It’s been confirmed that 36 of the emergency lights at North Branch must have their batteries replaced, which will cost approximately $12,600 including labor. The three-phase power to the first floor at Main Library has some issues requiring remediation. Jay would like to get some quotes for this project.

      The Library Board’s cap for going out for bid is $10,000, set back in 1995. Leann would like to get several quotes for these projects and contact firms directly, and to that end has suggested we raise the bid ceiling to $25,000 to match the new state level. This item was approved to take to the full Board with the Building Committee recommending that we
raise our cap for going out to bid from its present $10,000 to $25,000, in line with new state levels.

2. #2017-132: Recommendation from the Building Committee to Increase the Base Amount from $10,000 to $25,000 for which the Library Must Go Out for Bids for Improvement or Maintenance of Property per Public Act 100-0338
Leann informed Board members that the base amount for going out for bids was increased from $10,000 to $20,000 by state law in 2005, but the Library base amount was not changed. The new act to raise the base amount to $25,000 was approved in August 2017. Leann noted that the Library doesn’t go out for bids very often and we do not get much of a response on lower cost projects. Also, the bid process can be an obstacle in encouraging minority businesses to participate. She reminded Board members that the cap is $5,000 for the Executive Director to have work done and then let the Board know about it. A motion was made by Pat Barton, seconded by Tiffanie Duncan, to approve item #2017-132 to increase the base amount from $10,000 to $25,000 for which the Library must go out for bids for improvement or maintenance of property as presented. Motion carried by viva voce vote.

B. Community Relations Committee
1. Report of the meeting of November 7, 2017
Since Committee Chair Barbara Van Auken did not attend the meeting, Mr. Barry reported on the following items:
   • Bill Ordaz and Tim Hartneck from Central Illinois Landmarks Foundation attended the meeting. The committee began a conversation with them for an increased partnership with CILF.
   • All three Little Free Libraries have been placed and are being maintained by committee members.
   • Roberta provided reports on the collaborations with Peoria Public Schools and Illinois Humanities, as well as programming related to The Vietnam War PBS documentary and the heroin/opiates epidemic.

D. Finance Committee
1. #2017-131: Amend the 2017 Budget
Leann reminded Board members that the budget is amended twice each year to move money from grants, the Gifts & Memorials account, and the Capital Development Fund to the operating fund to cover checks. A motion was made by Barbara Van Auken, seconded by Jeanne Williamson, to approve item #2017-131 to amend the 2017 budget by authorizing the City of Peoria Finance Department to transfer funds representing federal, state, and community grants, Gifts & Memorials, and Capital Development Fund expenditures in the amount of $155,616 as presented. Motion carried by viva voce vote.
F. Personnel/Negotiations Committee

1. Report of the meeting of November 14, 2017
   Committee Chair Jeanne Williamson reported that the committee reviewed proposals from search firms and set up two meetings to hear presentations. These meetings are open to the full Board and will be held on Tuesday, November 28 and Tuesday, December 12 at 5:00 p.m. Mrs. Williamson added that the committee intends to make a recommendation regarding a search firm to the full Board by the December or January Board meeting.

PRESENTATION BY AUDIENCE
None

OTHER BUSINESS
None

EXECUTIVE SESSION
None

AGENDA BUILDING
None

#2017-135: ADJOURNMENT
A motion was made by Barbara Van Auken, seconded by Pat Barton, that this meeting be adjourned at 5:56 p.m. Motion carried.

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Margaret E. Cousin, Vice President
Board of Library Trustees
Peoria Public Library